



*State of New Jersey*

RONALD DEFILIPPIS  
Chairman

## ELECTION LAW ENFORCEMENT COMMISSION

Respond to:  
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(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

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Legal Counsel

### JUNE 16, 2016 NOTICE OF VACANCY ANNOUNCEMENT #16-152

**This is a repost of a previously issued vacancy announcement (16-02).  
Those who previously applied need not reapply.**

An unclassified, full-time temporary vacancy exists with the Election Law Enforcement Commission for interested applicants who meet the below requirements:

**CIVIL SERVICE TITLE:** Program Support Specialist (Functioning Title: Help Desk Analyst)

**SALARY:** Range X98 (\$50,000.00) with State Benefits package.

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**ANTICIPATED DURATION:** 18 – 24 months

**DUTIES:** Training and help desk support for the electronic filing program for gubernatorial candidates through the Gubernatorial Electronic Filing system (GEFS) and routine debugging and testing on updates. Responsible for generating computerized reports and maintaining records of contribution and expenditure items. Assist public financing analysts with review of reports as needed.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Computer Science or Computer/Information Technology required. There is no substitution of experience for education. Applicants must possess a Bachelor's degree, as indicated, to be eligible for consideration. A copy of your degree or transcript must be submitted with your resume.

**NOTE:** Incomplete packages will not be considered.

If you are qualified and interested, please submit cover letter, resume and copy of degree/transcript via email only to [Employment@elec.nj.gov](mailto:Employment@elec.nj.gov) by 5:00 pm on the closing date of **June 30, 2016**. Unofficial transcripts will be acceptable at this time.

**Must include subject line in email as: *Job Vacancy #16-02 – Analyst/Help Desk***